

NOTIFICATION

Date: _____

This is a Letter of Notification that construction activity will be occurring at the address mentioned below and does not require a permit.

Type of Construction Activity Limited To (Scope of Work):

INSPECTION OF THIS ACTIVITY IS NOT REQUIRED; HOWEVER, AN INSPECTION MAY BE REQUESTED AT NO EXPENSE TO THE OWNER IF REQUESTED WITHIN 30 DAYS OF THE EXPIRATION OF THIS NOTIFICATION. THE INSPECTION REQUEST LINE FOR THIS ACTIVITY IS 317-327-5525.

Location of Work: _____ Township: _____

Owner/Occupant: _____ Telephone: _____

Contractor: _____ City/I.D.#: _____

Telephone: _____ Fax: _____

To the best of my knowledge and the knowledge of the owner, THIS PROPERTY IS NOT IN AN AREA DESIGNATED AS A FLOODWAY OR A FLOODPLAIN. I understand that this does NOT exempt this work from possible obligation to secure a CERTIFICATE of APPROPRIATENESS for CONSTRUCTION in an HISTORIC area designated by the Indianapolis Historic Preservation Commission or in the Meridian Street Preservation District designated by the Indiana Code. I understand that if Certificates are required and are not posted with this Notification that a STOP WORK may be issued.

Owner Signature: _____

*****NOTICE*****

I am a Contractor currently listed/licensed to perform the above mentioned construction activity in the Consolidated City of Indianapolis. I am submitting this notification indicating all work listed above will be accomplished in conformity to all building standards and procedures. I AFFIRM, UNDER PENALTIES FOR PERJURY, THAT THE FOREGOING REPRESENTATIONS ARE TRUE:

Contractor or Authorized Agent (Printed)

(Signature) Individual I.D.#

THIS NOTIFICATION WILL EXPIRE 180 DAYS FROM ABOVE DATE.

ATTENTION HOMEOWNERS PLEASE READ

The posting of this notification indicates to you and the city that the construction activity being accomplished is limited to (scope of work):

Any further activity may require a Building Permit

A free inspection is available to you upon request, provided the request is made within 30 days of the expiration of this notification. Inspections are not required and your contractor will not request an inspection. As the homeowner, you may request an inspection. A homeowner may call the division to schedule an inspection by calling 317-327-5525 between the hours of 8:00 A.M. and 4:00 P.M. or leave a message on voice mail and we will return the call.

*******NOTICE TO CONTRACTOR*******

FAILURE TO POST A COPY OF THIS NOTIFICATION ON SITE VISIBLE TO THE PUBLIC AND/OR TO NOTIFY THE DEPARTMENT OF CODE ENFORCEMENT, LOCATED AT 1200 MADISON AVE, SUITE 100, INDIANAPOLIS, INDIANA 46225 – AND POST A COPY ON SITE, MAY RESULT IN A STOP-WORK AND AN INSPECTION FEE. TO NOTIFY THE CITY, A COPY OF THE FRONT OF THIS FORM MUST BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 317-327-2621.